

The Homeless Children and Youth In Transition

POLICY AND PROCEDURES MANUAL



MIAMI-DADE COUNTY PUBLIC SCHOOLS

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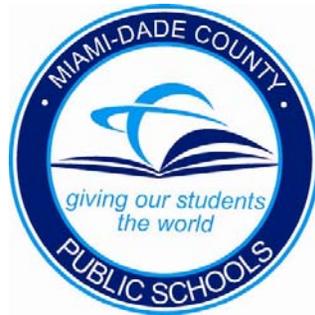
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**The Homeless Children and Youth
In Transition
Policy and Procedures Manual**

**Miami-Dade County Public Schools
Division of Student Services**

Miami-Dade County Public Schools The Homeless Children and Youth In Transition Policy and Procedures Manual



Contact Page

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Miami-Dade County Public Schools

The Homeless Children and Youth In Transition

Policy and Procedures Manual

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Introduction

Miami-Dade County Public Schools, through the Division of Student Services' The Homeless Children and Youth in Transition Program, assists schools with the identification, enrollment, and attendance of homeless students. Authorization was requested to approve the Homeless Education School Board Policy that addresses the requirements of the McKinney-Vento Act.

The Stewart B. McKinney-Bruce Vento Homeless Education Assistance Act (McKinney-Vento Act), reauthorized by Congress in January 2002, establishes the following policy for the education for homeless children and youth:

“Each State educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.”

Miami-Dade County Public School is committed to identify and provide services through The Homeless Children and Youth In Transition Program, which is incorporated hereby in the policy and procedures manual. The Project Upstart: Children and Youth in Transition Program serves homeless children and youth by ensuring that they are furnished with school placement, registration, homeless awareness activities for students, school-based personnel, and community groups, after-school tutorial program, and transportation services. The core of the program is to avoid homeless children and youth to be stigmatized or separated, segregated, or isolated on the basis of their status as homeless. Multiple efforts have been developed to ensure the equity of all homeless students. Additionally, the Project Upstart Children and Youth Program Homeless Education Campaign through a Sensitivity, Awareness, and Prevention curriculum was developed to provide all students with sense of pride and respect to all.

Purpose of the Manual

The Homeless Children and Youth in Transition Policy and Procedures Manual was developed to provide schools, regions, and district offices with pertinent information regarding the services required given by the M-DCPS Division of Student Services. It provides definitions, procedures, and the necessary forms to ensure that homeless students are given the necessary services. This board policy and procedures manual is approved to ensure the academic success of homeless students well beyond M-DCPS internal changes.

M-DCPS will adopt the following policies to ensure that: homeless children and youth are afforded the same free, appropriate public education as provided to other children and youth, to include receiving comparable services offered to other students in the school;

- homeless students are identified based on the McKinney-Vento Act definition;
- homeless children and youth have access to the education and other services that such students need to ensure that such students have an opportunity to meet the same challenging state student academic achievement standards to which all students are held;
- homeless preschool-aged children and their families have access to educational services for which they are eligible, including preschool programs administered by the LEA;
- barriers are removed that affect the enrollment and retention of homeless children and youth in schools in the LEA;
- issues are addressed such as guardianship and transportation, immunization, residency, birth certificates, school records, and other documentation;
- homeless students are enrolled immediately;
- homeless children and youth are not stigmatized or separated, segregated, or isolated on the basis of their status as homeless;
- homeless students have the right to remain in their school of origin and dispute school selection, if other than school of origin; and
- transportation is provided to homeless students, at the request of the parent, guardian, or unaccompanied youth, to and from the school of origin and includes the provision for inter-LEA transportation, in accordance with the McKinney-Vento Act.

Experience has shown that despite its specificity, the McKinney-Vento Act's definition of homelessness leaves us with some gray areas. State Coordinators, Liaisons, and others need a process to resolve those gray areas. This document suggests some potential elements of such process.

The McKinney-Vento Act's definition of "homeless children and youths" provides the following general framework: individuals who lack fixed, regular, and adequate nighttime residence. The law then lists several situations which fit within that framework. This list is not inclusive; rather, it is meant to address some of the more common situations of homelessness. Migrant children who are living in one of the described situations are also considered homeless under the Act.

The Homeless Children and Youth In Transition Policy and Procedures Manual

Program Overview

Project Upstart seeks to ensure a successful educational experience for homeless children and youth in South Florida by collaborating with parents, schools and community through opening the doors to academic opportunities, removing barriers and promoting a healthy sense of self.

Objectives:

Project Upstart's goals include the following:

- All M-DCPS homeless children and youth fully realize their legal rights in accordance with the McKinney-Vento Act.
- All M-DCPS homeless students will make annual learning gains sufficient to acquire the knowledge, skills, and competencies needed to master state standards in the areas of reading and mathematics.
- The negative impact of homelessness will be offset, so that M-DCPS homeless students continue to develop and thrive.

Services:

Project Upstart ensures the following:

- All homeless children and youth are enrolled in school even if the necessary documentation is not provided.
- Free lunch is provided even if the necessary documentation is not completed or signed.
- The student is provided with transportation upon parental request.
- Homeless students are provided with school supplies and educational materials.
- Tutoring is provided at local homeless shelters after school.
- Individual, family and group counseling are available at local shelters after school.
- Awareness and sensitivity to the homeless and curriculum and video to all M-DCPS students.

National Law Center On Homeless & Poverty

Determining Homelessness by the Definition¹

It cannot be emphasized enough that determining whether a particular child or youth fits the definition of homeless is a case-specific inquiry. General answers based on incomplete information or hypothetical situations will often be legally incorrect.

STEP 1

Is the child or youth covered by subparagraph (B)(i) of the definition?

- *Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;*
- *Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;*
- *Living in emergency or transitional shelters;*
- *Abandoned in hospitals; or*
- *Awaiting foster care placement.*

If yes, apply the McKinney-Vento Act.

If no, go to step 2

If unclear, see if Step 4 can help, and/or seek advice from your attorney, the U.S. Department of Education, your peers, or other appropriate individuals.

To further define “awaiting foster care placement”, collaborate with child welfare officials, attorneys, and other community members to establish guidelines.

STEP 2

Is the child or youth covered by subparagraph (B)(ii) of the definition?

- *Residing at a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.*

If yes, apply the McKinney-Vento Act.

If no, go to Step 3.

If unclear, see if Step 4 can help, and/or seek advice from your attorney, the U.S. Department of Education, your peers, or other appropriate individuals.

¹ Drafted by the National Law Center on Homelessness & Poverty, March 2003. Address questions/comments to Patricia Julianelle, at julianelle@nlchp.org. This information is not offered as legal advice and should not be used as a substitute for seeking professional legal advice. It does not create an attorney-client relationship with you.

STEP 3

Is the child or youth covered by subparagraph (B)(iii) of the definition?

- ***Living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.***

If **yes**, apply the McKinney-Vento Act.

If **no**, go to Step 4.

If **unclear**, see if the definitions below can help, and/or seek advice from your attorney, the U.S. Department of Education, your peers, or other appropriate individuals.

To further define “substandard housing”, collaborate with attorneys and other community members to establish guidelines sensitive to community standards and cultural norms.

STEP 4

Does the child or youth lack a fixed, regular, and adequate nighttime residence?

If **yes**, apply the McKinney-Vento Act.

If **no**, don't apply the McKinney-Vento Act.

If **unclear**, see if the definitions below can help, and/or seek advice from your attorney, the U.S. Department of Education, your peers, or other appropriate individuals.

a) FIXED²

- **Securely placed or fastened**
- **Not subject to change or fluctuation**
(Merriam-Webster's Collegiate Dictionary, Tenth Edition)

A fixed residence is one that is stationary, permanent, and not subject to change. (e.g. Arizona, Massachusetts and Michigan McKinney-Vento State Plans, 2002)

b) REGULAR³

- ***Normal, standard.***
- ***Constituted, conducted or done in conformity with established or prescribed usages.***
- ***Recurring, attending, or functioning at fixed or uniform intervals.***
(Merriam-Webster's Collegiate Dictionary, Tenth Edition)

² Other informative definitions include:

Inhabitant- One who although he may not be a citizen, dwells or resides in a place permanently, or has a fixed residence therein, as distinguished from an occasional lodger or visitor.

Dwell-To inhabit, to reside; to have a fixed place of residence.

Domicile -The place where a person has his true fixed permanent home and principal establishment, and to which place he has, whenever he is absent, the intention of returning, and from which he has no present intention of moving. Ballentine's Law Dictionary, 3rd Edition (emphases added)

³ Other alternative definitions include: Habitual- By habit; constant; customary, accustomed, usual; common; ordinary; regular; familiar. Ballentine's Law Dictionary, 3rd Edition (emphases added)

The McKinney-Vento Act

42 U.S.C. §§11431 et seq.

“SEC. 725. DEFINITIONS.

‘For purpose of this subtitle...

(2) The term ‘homeless children and youths’—

‘(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

‘(B) includes—

‘(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

‘(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning 1 of section 103(a)(2)(C));

‘(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

‘(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).”

What Are Ways To Identify Students Who Are Experiencing Homelessness?

As school employees, we must be aware of the silent signals our students bring. These characteristics could be attributed to students with other issues as well as those students/families experiencing homeless:

- Attendance at several schools
- More than one family at the same address
- Poor hygiene and grooming
- Hunger and hoarding food
- Vague when asked about proof of residency
- Some common statements used by homeless students/families may include:
 - "We've moved a lot."
 - "We're staying with relatives/friends while looking for a place."
 - "We're going through a bad time right now."

If homelessness is suspected, possible follow up questions:

1. Are you living in this household because you do not have stable housing?
2. Do you live in any of these situations?
 - ___ sharing housing with relatives or others due to lack of housing
 - ___ in a shelter or transitional living program
 - ___ in a motel, hotel, park or campground due to lack of adequate housing
 - ___ in a car or RV or in a public place (such as a bus station)
 - ___ in sub-standard housing, such as an abandoned building
 - ___ without a parent or guardian, or a teen (up to age 21) living independently
 - ___ awaiting foster care placement
 - ___ parents are migrant workers
 - ___ in other situations that are not fixed, regular or adequate for nighttime residence
3. Would you be willing to talk/meet with our social worker to discuss resources available to you?

Is Your Family Facing Homelessness or Housing Problems? Who May Be Eligible?

Children and youth in families with housing problems that have forced them to:

- Live temporarily with another family.
- Live in a motel, campground or car.
- Live in an emergency, domestic violence or transitional shelter.

Children and youth on their own:

- Living temporarily with another family.
- Living in a motel, campground or car.
- Living in an emergency, transitional or runaway shelter.
- Awaiting foster care placement.

Information on this form was adapted from the National Center for Homeless Education

The Educational Rights of Students in Homeless Situations: What Schools Need to Know

School District Homeless Student Liaison:

Liaisons are Local Educational Agencies (LEA) appointed staff member responsible for ensuring the identification, school enrollment, attendance, and opportunities for academic success of students in homeless situations. Some of these activities may be accomplished by the liaison himself or herself, while others are accomplished by coordinating the efforts of other staff people. By linking students and their families to school and community services, liaisons play a critical role in stabilizing students and promoting academic achievement at the individual, school and district level. Additionally, every school has assigned a Homeless student liaison to assist in obtaining school and immunization health records, identification, enrollment, attendance and all other needs a homeless student or family may have. The school liaison works collaboratively with the District homeless student liaison. To obtain the name of the school liaison consult your school Principal.

The Miami-Dade County Homeless Student District Liaison is Laura Pena, Division of Student Services and can be reached at 305-995-7318.

Homeless Student Identification Policy:

Homeless children and youth are difficult to identify for many reasons, and thus often go unnoticed by school personnel. In order to identify homeless children both in and out of school, the District Liaison coordinates with community service agencies, local shelters, street outreach teams, and faith based organizations. In addition, the liaison provides awareness trainings to all school registrars, school counselors and school social workers. Communication via monthly reports with the Food and Nutrient Department assist in identifying homeless students in our district. Students who are homeless are identified by the following procedures:

- a) Self report. A Family or student may notify school counselor or teacher and report their living situation; or upon enrollment they will report their situation to the school registrar.
- b) Shelter Referral: The local shelters send monthly reports of all the school-aged children they have living in their shelters.
- c) Food and Nutrient: When students/families complete the free and reduced lunch application there is a box on the top that is checked if the student is an unaccompanied minor or homeless. The food and nutrient department will send the program a report monthly on all students who reported homeless or unaccompanied.
- d) Referrals from other school districts.
- e) Referrals from Social Workers doing home visits for other family issues. Many of our double-ups are identified this way.
- f) Referrals from the Truancy Intervention Department. Many of our unaccompanied minors are identified by the truancy intervention social workers.
- g) Other District offices such as: Community Involvement, Superintendents office etc.

Enrollment:

School stability and continuity in school enrollment are associated with school success including achievement, promotion, and graduation. Research studies have indicated that a child may lose 4-6 months of academic progress with each move to a new school. The importance of a child attending one school and attending consistently (in one school or in several schools without gaps during a transition) cannot be underestimated. Therefore, the policy of the Miami-Dade County Public Schools according to the child's or youth's best interest must continue; the child's or youth's education in the school of origin for the duration of homelessness. This is evident when a family becomes homeless between academic or during an academic year; or for the remainder of the academic year, the child or youth will finish the academic year. (722(g)(3)(A)(i)(I) an (II) of the McKinney-Vento Act).

Segregation:

It is the policy of the Congress as well as the Miami- Dade County Public School District that homelessness alone is not sufficient reason to separate students from the mainstream school environment. Schools are prohibited from segregating homeless students in separate schools, separate programs within schools, or separate settings within schools. They have the right to participate in school activities and extra curricular events.

Parent /Student Poster Distribution:

A poster was designed to provide information to homeless under the McKinney-Vento Homeless Assistance Act and lists the educational rights of children and youth experiencing homelessness. It is placed in schools, shelters and public offices in the community. This is geared to generate public awareness support. School counselors receive the posters during counselor's meeting and post them in the guidance/main office of schools. Tutors receive posters to place in shelters. Liaison and community outreach personnel place posters in local businesses and offices such as Metro Dade County Team Metro offices, local laundromats, supermarkets, church and hotels.

Parental Participation:

Parents are encouraged to take an active role in their child's academic life. Counselors are assigned to the shelters through the Project Upstart program to provide parenting classes and workshops to parents at the shelter sites. Such topics include:

- Homework without tears, helping your child with homework.
- Understanding the FCAT.
- The virtual counselor.
- Managing stress.
- Responsible Parenting.
- What is the McKinney-Vento Act: Understanding your child's educational rights.

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Homeless Student Enrollment Procedures for School Registrars

Homeless children and youth often do not have the documents ordinarily required for school enrollment. Enrolling them in school immediately provides these children and youth needed stability and is also a Federal requirement under the McKinney-Vento Homeless Assistance Act.

The following are the Miami-Dade County Public Schools enrollment procedures to facilitate the registration for homeless students.

- A school selected on the basis of a “best interest determination” must immediately enroll the homeless child or youth, even if the child or youth is unable to produce the records normally required for enrollment (such as previous academic records, medical records, and proof of residency, birth certificates, or other documentation).
- The enrolling school must immediately contact the school last attended by the child or youth to obtain relevant academic or other records.
- If a child or youth needs to obtain immunization, medical or school records, the enrolling school must immediately enroll the student and then refer the parent or guardian to the local health department, full service school, or the homeless liaison. If it is an unaccompanied minor refer to the School Liaison or District Liaison.
- Use the address the parent provides. Utility bills, leases, etc. do not apply when a parent discloses they are in a homeless situation.
- Complete the student residency questionnaire after enrollment and fax it to the attention of Ms. Laura Peña, Project Upstart, District Liaison at 305-995-7336/305-995-7337.
- If the student needs transportation, contact Ms. Laura Peña, at: 305-995-7318 or The Division of Student Services, at 305-995-7338. Special transportation requests can only be granted through Project Upstart The Homeless Children and Youth In Transition Program.

When Legal Guardians Are Not Present: Enrolling Students on Their Own

In most LEAs (local education agencies or school districts), enrollment procedures are predicated on the expectation that children are living with their parents or legal guardians. Requiring parents or legal guardians to sign forms upon enrolling children provides schools with protection from certain types of liability and with contact information for situations in which additional permissions or consultations are needed.

In a number of instances, however, children and youth who are enrolling in a school may not be living with their parents or legal guardians. Frequently, children in families experiencing homelessness are sent to live temporarily with friends or relatives. This type of living arrangement has been especially prevalent in families displaced by the 2005 Gulf Coast hurricanes. In other situations, youth have been forced to leave home due to abusive environments or are on their own for other reasons. These children and youth, in most cases, fit the definition of homeless, unaccompanied youth in the McKinney-Vento Act: a youth not in the physical custody of a parent or guardian [42 U.S.C. §11434A(6)] and eligible for immediate school enrollment.

The McKinney-Vento Act requires school districts to enroll homeless children and youth in school immediately, even if they lack required enrollment documents [42 U.S.C. §§11432(g)(3)(C), (g)(1)(H)(iv), (g)(1)(F)(ii)]. ("Enroll" and "enrollment" are defined as "attending classes and participating fully in school activities" [42 U.S.C. §11434A(1)].) The Act further requires states to review and revise any policy that may act as a barrier to the enrollment of homeless children and youth and requires states to give particular attention to guardianship issues [42 U.S.C. §§11432(g)(7)].

Therefore, schools may not condition school enrollment upon the receipt of proof of legal guardianship by caregivers of homeless, unaccompanied youth; nor may they require caregivers to become legal guardians within a certain period of time after the child enrolls in school. The decision to seek legal guardianship is a serious decision that affects significantly the legal rights of the parent and caregiver well beyond the education arena. Although that step may be appropriate in some cases, it will not be in others.

In addition, it is important to note that the absence of an available caregiver must not impede enrollment. Unaccompanied, homeless youth who are on their own completely must be enrolled in school immediately.

Under the McKinney-Vento Act, every school district must designate a local homeless education liaison [42 U.S.C. § 11432(g)(1)(J)(ii)]. The local liaison plays a key role in identifying and supporting unaccompanied, homeless youth and is required to help them choose and enroll in school after considering their wishes; inform them of their right to transportation; assist them in accessing transportation; provide them with notice of their right to appeal school or school-district decisions; and ensure that they are enrolled in school immediately, pending resolution of disputes [42 U.S.C. §11432(g)(6)(A)].

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Quick Reference

Determining Homeless by the Definition

- Sharing the housing of another person due to loss of housing, economic hardship, or similar reason;
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals; or
- Awaiting foster care placement

Enrollment Procedures

- A school selected on the basis of a “best interest determination” must immediately enroll
- Family residency Immunization, health, and school records are not needed for immediate enrollment
- **An asterisk (*)** placed in the birth certificate place will allow you to enroll student without health/immunization records

Enrollment Forms

- (*) Student Residence Questionnaire
- Referral/Report of Homeless Student
- Special Transportation Request Referral
- Caregiver’s Authorization Form

All forms are available on-line under dadeschools.net/student_services/transition_programs

Procedure for registering a homeless student without Immunization or Medical Records:

As Miami-Dade County Public Schools registrar you have the task to register new students. Below is a guide to assist you on the requirements to register a child or youth if a student does not have the required Immunization records for enrollment, the system can be overridden by placing an asterisk (*) in the birth certificate space in the ISIS mainframe.

If a student does not have immunizations or medical records, the school, or liaison must immediately assist in obtaining them, and the students must be enrolled in school in the interim. The student is given 30 days to acquire necessary documentation.

Please fax the homeless questionnaire to the attention of Ms. Laura Peña, District Liaison, at 305-995-7337 to have the homeless student flagged in the system.

If you continue to have difficulty, contact The Division of Student Services at 305-995-7338 or Ms. Laura Peña, Project Upstart, District Liaison at 305 995-7318.

Students Registration

Health Requirements for School Entrance

Florida law requires that children present immunization documentation prior to admittance or attendance to a Florida school for the first time. This applies to all new students in pre-kindergarten through the 12th grade. Parents must present a Florida Certificate of Immunization, DH-Form 680, Part A, B, or C, and the documentation listed below, when registering their child at school.

- **Varicella (chicken pox)** vaccine for *pre-kindergarten, kindergarten, first, second, third, fourth, and fifth grade* children entering, attending or transferring into school.
- **Two valid measles doses** for students enrolling in or attending *grades kindergarten through twelfth*.
- **Hepatitis B vaccine series** for children enrolling in or attending *grades Pre-kindergarten, kindergarten, first, second, third, fourth, fifth, sixth, seventh, eighth, ninth, tenth, eleventh, and twelfth*.
- **(TD) Tetanus-Diphtheria booster**, administered within the past five years is also required for enrollment or attendance *to grades seventh, eighth, ninth, tenth, eleventh, and twelfth*.
- **A hearing screening** is requested for students being enrolled or attending *grades kindergarten, first, second, third, sixth, and tenth*.
- **A vision screening** is requested for students being enrolled or attending *grades kindergarten, first, third, sixth, and tenth*.
- **An exam for scoliosis** is required to enroll in or attend *sixth grade*.

The “Florida Plan for School Health Services” requires that all students (PK-12) submit documentation of a Student’s Health Examination performed within the 12 months prior to initial entry into a Florida school. A Student Health Examination (DH or HRS-H Form 3040), including proof of a Tuberculosis Clinical Screening, and appropriate follow up, if necessary, should be completed and signed by a licensed practicing health care provider and presented to the school at the time of registration.

Parents can consult their private health care provider, or usual source of health care for the above requirements before registering their child for school. Should they not have a private provider, they can contact one of the Florida Department of Public Health Centers listed on the next page for an appointment.

Emergency Contact Cards must be completed and signed by the student’s parent or guardian. Any change of address or telephone number must be notified to the school.

FLORIDA DEPARTMENT OF PUBLIC HEALTH CENTERS

**Miami-Dade County Health Department
Juanita Mann Center**
7900 NW 27th Avenue
Miami, FL 33147
Phone: 305 694-2916
Mon. – Fri. 8 a.m. – 4 p.m.

**Miami-Dade County Health Department
Southside Center**
5798 SW 68th Street
Miami, FL 33143
Phone: 305 663-2068
Mon. – Fri. 8 a.m. – 4 p.m.

**Miami-Dade County Health Department
Jefferson Reaves Center**
1009 NW 5th Avenue
Miami, FL 33136
Phone: 305 349-1289
Mon., Tues., Thurs., Fri. 8 a.m. – 4 p.m.
Wed. 10 a.m. – 5 p.m.

**Miami-Dade County Health Department
West Perrine Center**
18255 Homestead Avenue
Miami, FL 33157
Phone: 305 256-6328
Mon. – Fri. 8 a.m. – 4 p.m.

**Miami-Dade County Health Department
Clinica Dr. Rafael Peñalver**
971 NW 2nd Street
Miami, FL 33128
Phone: 305 545-5180 (ext. 135)
Mon. – Fri. 8a.m. – 4 p.m.

**Miami-Dade County Health Department
Special Immunization Program
SIP Mobile Unit**
Call: 786 845-0550 for schedule

**University of Miami Pediatric
Mobile Clinic**
Call: 305 243-6407 for schedule

**Miami Children’s Hospital
Health on Wheels Van**
Call: 305 663-6854 for schedule

Please Bring Immunization Records

Vaccines for Adults There is a charge for this service

**Miami-Dade County Health Department
Downtown Center – Clinic # 10**
1350 NW 14th Street
Miami, FL 33125
Phone: 305 324-2438
Mon. – Fri. 8 a.m. – 4 p.m.

**Miami-Dade County Health Department
West Perrine Center**
18255 Homestead Avenue
Miami, FL 33157
Phone: 305 256-6328
Mon. – Fri. 8 a.m. – 4 p.m.

**Miami-Dade County Health Department
Senior Project Center**
Vaccine for senior citizens 65 years and older
Call: 786 845-0550 for schedule

FOR MORE INFORMATION CALL: 786 845-0550

| Miami | | | | |
|-------|---|------------------|---|--|
| | Center/Address | Contact | Hours | Costs |
| 1 | Borinquen Health Care Center 3601 Federal Hwy Miami, FL 33137 305-576-6611 | Carmen Atilas | 8 am - 5 pm M/W 9 am - 7 pm T/Th 8 am - 4 pm Fri 8 am - 2 pm Sat | Sliding fee scale |
| 2 | Doris Ison Health Center 10300 SW 216 St Miami, FL 33190 305-253-5100 | Mae Goins, RN | 8:30 am - 5 pm M-F | Immunizations free; school physicals \$25.00 offered year round; TST (PPD) additional fee. Walk-in's accepted; appointments encouraged |
| 3 | Jessie Trice for Community Health 5361 NW 22 Ave. Miami, FL 33142 305-634-6400 | Kathy Williams | 8 am - 4 pm M-F | \$10 Adm. Fee per child |
| 4 | James E. Scott Center 7200 NW 22 Ave. Miami, FL 33142 305 -835-8122 | Angela Hurst | 8 am - 4 pm M-F | \$10 Adm. Fee per child |
| 5 | COPE Center North 9950 NW 19th Ave. Miami, FL 33147 305-691-4547 | Ozzie Bradley | 8 am - 4 pm M-F | \$10 Adm. Fee per child |
| 6 | Helen B. Bentley Family Health Center 3090 SW 37 Ave. Miami, FL 33133 305-447-4950 | Dr. Joyce Price | 9 am - 3 pm M-F | \$40 Adm. Fee per child |
| 7 | North Dade Unit - Pediatrics 15490 NW 7 Ave. Miami, FL 33169 305-685-6976 | Mercedes Reyes | 2 pm - 5 pm By Appointments Only | VFC eligible \$0 Adm. Fee \$10 per child |
| 8 | MBCHC at Center for Haitian Studies 8360 NE 2nd Ave. Miami, FL 33138 305-538-8835 | Adriana Restrepo | 8 am - 4 pm M-F | VFC eligible \$0 Adm. Fee \$10 per child |
| 9 | Rosie Lee Wesley Health Center 6601 SW 62 Ave. Miami, FL 33143 305-669-6909 | Barbara Perez | 8 am - 5 pm M-F | Non Center Patients \$30 per child for PPD (TB Test) only. For immunizations, they will be referred to nearest DOH sponsored immunization sites. Center Patients School physicals & immunizations included in visit. Make appt. |
| 10 | Jefferson Reaves Health Center 1009 NW 5th Ave. Miami, FL 33136 786-845-0550 | Barbara Lloyd | 8am - 4pm M, T, Th, F 10 am - 6 pm W | On-site DOH for free immunizations. August 18th, 9 am - 12 Noon School physicals on site |
| 11 | Juanita Mann Health Center 79th Street Flea Market 7900 NW 27th Ave. Miami, FL 33147 786-845-0550 | Yvonne Edwards | 8:30 am - 5 pm Monday & Wednesday only | \$30 (per child) for school physical. Call if Medicaid or insurance |
| 12 | Liberty City Health Center 1320 NW 62 St. Miami, FL 33147 305-835-2200 | Yvonne Edwards | 8:30 am - 5 pm Wednesday only | \$30 (per child) for school physical. Call if Medicaid or insurance |
| 13 | Jefferson Reaves Health Center 1009 NW 5th Ave. Miami, FL 33136 786-845-0550 | | Aug. 1 - Sept. 14th 8 am - 3:30pm M,T,Th,F 10 am - 4 pm Wed | Free |

| | | | | |
|----------------------|---|--------------------------|---|---|
| 14 | West Perrine Health Center 18255 Homestead Ave. Miami, FL 33157 786-845-0550 | | Aug. 1 - Sept. 14th 8 am - 3:30 pm M - F | Free |
| Miami Beach | | | | |
| 15 | Stanley C. Myers Center 710 Alton Rd. Miami Beach, FL 33139 305-538-8835 | Karen Miller, LPN | 7:30 am - 5 pm M-F | VFC eligible \$0 Adm. Fee \$10 per child |
| 16 | Beverly Press Center 1221 71 Street Miami Beach, FL 33141 305-538-8835 | Richard Nixon, LPN | 7 am - 7 pm M-Th 7 am - 5 pm Fri | VFC eligible \$0 Adm. Fee \$10 per child |
| Miami Gardens | | | | |
| 17 | North Dade Health Center 16555 NW 25th Ave. Miami Gardens, FL 33054 786-466-1500 | Clyde Fleming | 8:30 am - 5 pm M, T, Th, F 11:30 am - 8 pm Wed. For Pediatrics call 786-1718 during these hours for more info. | School physicals offered by appt. during hours listed. Cost \$30 for school physical for general public. Registered patients pay sliding fee or insurance billed. |
| Hialeah | | | | |
| 18 | Citrus Health Network 4125 W. 20th Ave. Hialeah, FL 33012 305-424-3120 | Arelys del Castillo | 8 am - 5 pm M-F | Free |
| 19 | Flamingo Medical Center 901 E. 10 Ave., Bay 39 Hialeah, FL 33010 305-887-0004 | Damaris Perez | 8 am - 4 pm M-F | \$10 Adm. Fee per child |
| 20 | Markenson Unit - Pediatrics 430 W. 66 St. Hialeah, FL 33010 305-685-6976 | Mercedes Reyes | 2 pm - 5 pm By Appointments Only | VFC eligible \$0 Adm. Fee \$10 per child |
| 21 | Markenson Unit - Pediatrics 430 W. 66 St. Hialeah, FL 33010 305-685-6976 | Gina Morgan-Smith, MD | Aug. 2, 9, 16 Only 2 pm - 5 pm | By appointment only |
| 22 | Goodlet Adult Center 900 W. 44th Place Hialeah, FL 786-845-0550 | | Aug. 6 - 10th 8:30 am - 3:30 pm | Free |
| North Miami | | | | |
| 23 | North Miami Center 12340 NE 6th Ct. North Miami, FL 33161 305-538-8835 | Adriana Restrepo | 7:30 am - 4 pm M-F | VFC eligible \$0 Adm. Fee \$10 per child |
| 24 | North Miami Health Center 14101 NW 8th Ave. North Miami, FL 33168 305-305-2511 | Regina Stewart | 8 am - 5 pm M-F | Non Center Patients \$30 per child for PPD (TB Test) only. For immunizations, they will be referred to nearest DOH sponsored immunization sites. Center Patients School physicals & immunizations included in visit. Make appt. |

South Dade

| | | | | |
|----|---|----------------------|--|--|
| 25 | West Perrine Health Center 18225 Homestead Ave. Homestead, FL 33175 786-845-0550 | Marvine Cruz, LPN | 10:30 am - 7 pm M/W 8:30 am - 5 pm T/Th/F | Immunizations free; school physicals \$25.00 offered year round; TST (PPD) additional fee. Walk-in's accepted; appointments encouraged |
| 26 | South Dade Health Center 13600 SW 312 St. Homestead, FL 33033 305-242-6069 | Beatriz Fernandez | 8:30 am - 7 pm T/W 8 am - 5 pm Th/F 8 am - 12 noon Sat | Immunizations free; school physicals \$25.00 offered year round; TST (PPD) additional fee. Walk-in's accepted; appointments encouraged |
| 27 | MLK Clinica Campesina 810 W. Mowry Dr. Homestead, FL 33030 305-248-4334 | Monica Mizell, RN | 8:30 am - 5pm M-F | Immunizations free; school physicals \$25.00 offered year round; TST (PPD) additional fee. Walk-in's accepted; appointments encouraged |
| 28 | Naranja Health Center 13805 SW 264 St. Naranja, FL 33032 305-258-6813 | Ingrid Goodluck, RN | 10:30 am - 7 pm M/W 8:30 am - 5 pm T/Th/F | Immunizations free; school physicals \$25.00 offered year round; TST (PPD) additional fee. Walk-in's accepted; appointments encouraged |
| 29 | Everglades Health Center 19300 SW 376 St. Florida City, FL 33034 305-246-4607 | Luis Vasquez, LPN II | 8:30 am - 7 pm T/W 8 am - 5 pm Th/F 8 am - 12 noon Sat | Immunizations free; school physicals \$25.00 offered year round; TST (PPD) additional fee. Walk-in's accepted; appointments encouraged |

Federal Resources for Feeding Homeless Children and Youth

The Child Nutrition and WIC Reauthorization Act of 2004 (P.L. 108-265) expands federal child nutrition programs in several ways to assist homeless and runaway children and youth by providing:

- Automatic eligibility for free school meals to homeless and runaway children
- Streamlined procedures to document such eligibility
- Full school year eligibility for free school meals
- Federal nutrition funds for shelters that serve children and youth up to age 18

Automatic Eligibility for Free School Meals

Before the Child Nutrition and WIC Reauthorization Act was passed, administrative guidance made homeless children, as defined by the McKinney-Vento Homeless Assistance Act, automatically eligible for free school meals. The Reauthorization Act establishes in law this categorical eligibility for homeless children, meaning that all children who are defined as homeless are eligible for free school meals.

The Reauthorization Act also confers automatic eligibility for free school meals on migrant children served through the Migrant Education Program and runaway children and youth served through the three grant programs established under the Runaway and Homeless Youth Act (RHYA): Basic Center Program, Transitional Living Program for Older Homeless Youth, and Street Outreach Program.

Please see *USDA Memo SP 4*

(www.fns.usda.gov/cnd/Governance/policy/Reauthorization_04/2004-07-19.pdf) and FRAC's school meals brochure for homeless families (www.frac.org/html/publications/homelesseducpamphletgovt.PDF) for more details.

Documentation of Free Meal Eligibility

The McKinney-Vento Act requires every school district to designate a local educational agency liaison for homeless children and youth. The liaisons ensure that children receive the educational and other services for which they are eligible — including free school meals. Local educational agency liaisons, homeless or domestic violence shelter directors and RHYA service providers may provide documentation that children are homeless or runaway to school food service directors or other officials who determine school meal eligibility.

The documentation must include the child's name or a list of their names, effective date(s), and the signature of the local educational agency liaison, homeless or domestic violence shelter director or RHYA service provider. This list is acceptable in lieu of a school meal application usually submitted by the child's parent or guardian and is sufficient for school officials to approve the child's eligibility for free school meals.

School food service directors, principals and other school officials should work closely with local educational agency liaisons, homeless or domestic violence shelter directors and RHYA service providers to ensure that homeless and runaway children and youth are provided free meal benefits as promptly as possible.

For more details, please see *USDA Guidance on Determining Categorical Eligibility* (www.fns.usda.gov/cnd/Governance/policy/Reauthorization.04/2004-09-17.pdf) and *USDA Memo SP 4* (www.fns.usda.gov/cnd/Governance/policy/Reauthorization 04/2004-07-19.pdf).

Full School Year Eligibility

Once a student has been certified as eligible for free meals, including when based on designation as homeless or runaway by a local educational agency liaison, homeless or domestic violence shelter director or RHYA service provider, the eligibility remains effective for the remainder of the school year. This policy holds even if children or youth move into permanent housing and are no longer homeless or served by RHYA programs. In such instances, a new eligibility determination shall be made in the subsequent school year. Schools are allowed to continue a student's eligibility from the previous school year for 30 operating days into the subsequent school year, or until a new eligibility determination is made, whichever occurs first.

Please see *USDA Memo SP 3* (www.fns.usda.gov/cnd/Governance/policy/Reauthorization_04/2004-07-07.pdf) for more details.

Federal nutrition funds for shelters serving children and youth

Homeless, runaway, and domestic violence shelters are eligible to use the Child and Adult Care Food Program (CACFP) to feed children and youth up to 18 years of age in their facilities. The Reauthorization Act raised the age limit for children who may be fed through the program, and this expansion of eligibility from a maximum age of 12 to 18 years will help provide financial support for often strained shelter budgets.

Shelters will be reimbursed for meals and snacks served to children age 18 and under residing in the shelter. Participating shelters can receive a reimbursement of \$1.23 for breakfast, \$2.24 for lunch or supper and 61 cents for a snack. For each child served, shelters can receive reimbursement for up to three meals or two meals and one snack each day.

To apply for this program, contact your state CACFP agency. Please see *USDA Memo CACFF 5* (http://www.fns.usda.gov/cnd/Care/Reauth_Memos/2004-08-10.pdf) and FRAC's brochure on federal funds for shelters (www.frac.org/htinllfederal_food_programs/programs/homeless/CACFP_Bmchure_Blank.pdf) for more details. Also see FRAC's website (www.frac.org) for a CACFP in Shelters Outreach Toolkit, which includes a list of state CACFP agency contact names and numbers.

Special New Rules Make Signing Up For Free School Meals Fast and Easy!

Where Do I Apply?

To sign your child up for free school meals, speak with the:

- Local educational agency liaison for homeless children (ask at our child's school), or
- Principal of your child's school, or
- Homeless shelter director (if you're staying in one).

These people will help you get free school meals for your child fast.

New rules allow these people to designate your eligibility for this faster service and they will pass the information along to the school's food program.

Food stamps and homeless children and youth

Youth who live in a shelter or entirely alone should be able to apply for food stamps on their own. Their parents' income should not be used in calculating whether they are eligible for food stamps. If they live in a shelter, service providers may assist such youth by providing letters for them to bring to food stamp offices.

Homeless people living in shelters are eligible for food stamps, even if the shelter provides meals. The food stamp office has special rules that allow homeless families to receive food stamps, even if they do not have photo IDs or do not have a regular address. The food stamp office may accept as ID the word of a shelter director who can identify the food stamp applicant. If a household's income is low enough, the food stamp office must issue food stamps within 7 days of when the household applies, and in some states sooner.

Please see *Homeless Persons' Rights Under The Food Stamp Program* fact sheet (www.frac.org/html/news/options_homeless.html) for more details.

Free and Reduced Lunch Procedures

Homeless/Unaccompanied students are entitled to free lunch immediately.

A check is placed in the box at the top of the free/reduced lunch form that states Homeless/Unaccompanied-Runaway. This procedure facilitates immediate free lunch.

If you experience difficulty in processing this request you can contact the Food and Nutrition at 786-275-0400.

Who Can I Call If I Have Questions?

For more information about the School Lunch program, please contact:

Laura R. Peña, M.S.W.
Project Upstart, District Liaison, Division of Student Services
1500 Biscayne Boulevard, Suite 341
Miami, Florida 33132
Phone: 305-995-7318
Fax: 305-995-7337
Email: lpenna@dadeschools.net

National Center for Homeless Education

Phone: 1-800-308-2145
Website: www.serve.org/nche

Food Research and Action Center

Phone: 202-986-2200
Website: www.frac.org

School Meals

- All parents know that nutritious meals are important for children to grow, keep healthy and learn.
- When times get tough it can be hard to get children all the healthy food they need.
- Free breakfast, lunch and afterschool snacks served through the National School Lunch and School Breakfast Programs may be one way to make sure your child can grow and learn.

New Rules Make Signing Up For Free School Meals Fast and Easy

The school lunch and breakfast programs have special new rules to help families facing housing problems and homelessness. These rules allow children and youth to quickly qualify for free school meals.

No documents or paperwork are required.

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, and marital or family status.

United States
Department of
Agriculture



Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

SUBJECT: Categorical Eligibility for Free Lunches and Breakfasts of Runaway, Homeless, and Migrant Youth: Reauthorization 2004 Implementation Memo SP 4

TO: Special Nutrition Programs
All Regions

State Agencies
Child Nutrition Programs
All States

Section 107 of the Child Nutrition and WIC Reauthorization Act of 2004 (Act) amended section 9(b) of the Richard B. Russell National School Lunch Act to make runaway, homeless and migrant children categorically eligible for free meal benefits under the National School Lunch and School Breakfast Programs and is effective July 1, 2004. In addition to establishing free meal eligibility, the Act also establishes a requirement for documenting a child's status as runaway, homeless, or migratory.

Previously, through guidance, the Food and Nutrition Service extended categorical eligibility for free school meals to children considered homeless under the McKinney-Vento Homeless Assistance Act. School officials were allowed to accept statements that children were homeless from the local educational liaison for the homeless or directors of homeless shelters where the children reside. The Act now establishes in law the categorical eligibility of these children for free school meals. Please see the previously issued memoranda of April 6, 1992, *Documentation of Free and Reduce Price Meal Eligibility for Homeless Children* and of April 4, 2002, *Updated Guidance for Homeless Children in the School Nutrition Programs*, on documentation for homeless children under McKinney-Vento.

There were, however, no similar eligibility and documentation provisions for runaway youth or migrant children. At this time, we are in discussions with the Department of Health and Human Services, regarding implementation of that portion of the Act that addresses categorical eligibility for runaway youth served through grant programs established under the Runaway and Homeless Youth Act. We hope to provide guidance in the very near future on how to determine and document if a child is receiving services as a runaway and is therefore categorically eligible for free school meals.

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Head Start Preschool Programs

Identification of Preschool Homeless Students:

Liaisons identify preschool-aged homeless children by working closely with shelters and social service agencies in the area. School registrars are trained to inquire the housing situation at the time they are enrolling homeless children and youth in school. The school can make a referral to Project Upstart or can provide the family with the number to the local Head Start office. The Miami-Dade County Public Schools Head Start Office number 305-347-4622.

Head Start

Head Start programs provide comprehensive, developmental services for low-income pre-school children ages three to five and social services for their families. The purpose of the Head Start program is to promote school readiness by enhancing the social and cognitive development of children through the provision of health, educational, nutritional, social and other services. The cornerstone of the program is parent and community development.

If homeless families need assistance with pre-school children under the age of 4 refer them to the following office to find a head start program closest to where they are residing.

Jane W. Robinson
Miami-Dade CAA Head Start/Early Head Start
395 Northwest First Street, Room 103
Miami, Florida 33128
Phone: 305-347-4622
Fax: 305-372-7623
e-mail: jwrobin@miamidade.gov

Pre K-4 Program

If families need assistance enrolling PK-4 children enroll them in your school's PK-4 Program as you would any other Pre K-4 student. If you have any questions please contact the following:

Michael Conte
PK/Elem Instructional Support
Miami-Dade County Public Schools
1500 Biscayne Boulevard, Suite 335
Miami, Florida 33132
Phone: 305-995-7632
mconte@dadeschools.net

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Unaccompanied Homeless Youth

Homeless Unaccompanied Youth:

Homeless unaccompanied youth often face unique barriers in enrolling and succeeding in school. These barriers include school attendance policies, credit accrual, and legal guardianship requirements. Without a parent or guardian to advocate for them and exercise parental rights, they may be denied enrollment and remain out of school for extended periods of time. Unaccompanied youth also may not understand their educational rights, or know how to acquire this information.

The liaison assists unaccompanied youth in accessing educational service through the following activities:

- Helping unaccompanied youth choose and enroll in a school, after considering the youth's best academic interests;
- Providing unaccompanied youth with notice of their appeal rights in a language they can understand or in an accessible format;
- Informing youth of their right to transportation to and from the school of origin, and assisting unaccompanied youth in accessing transportation; and
- Ensuring that unaccompanied youth are immediately enrolled in school pending the resolution of disputes.

Unaccompanied youth include young people who have run away from home, been thrown out of their homes, and/or been abandoned by parents or guardians. These young people are separated from their parents for a variety of reasons. Over half report being physically abused at home, and over one-third report sexual abuse. Over two-thirds report that at least one of their parents abuses drugs or alcohol. For many of these young people, leaving home is a survival issue. Other youth are thrown out of their homes because they are pregnant, gay or lesbian, or because their parents believe they are old enough to take care of themselves. Over half of youth living in shelters report that their parents either told them to leave or knew they were leaving and did not care. Once out of the home, unaccompanied youth are frequently victimized. As many as half have been assaulted or robbed; and one in ten runaways reports being raped.

School may be the only safe and stable environment available to unaccompanied youth. Yet unaccompanied youth often face unique barriers to enrolling and succeeding in school. Without a parent or guardian to advocate for them and exercise parental rights, they are sometimes denied enrollment and remain out of school for extended periods of time. Unaccompanied youth also may not understand their educational rights or know how to acquire this information.

The Role of the McKinney-Vento Act

The education provisions of the McKinney-Vento Act, which are now incorporated within No Child Left Behind, ensure educational rights and protections for children and

youth experiencing homelessness. The law directly applies to homeless unaccompanied youth who also receive some special attention within the Act.

Key Provisions

- The term "unaccompanied youth" includes youth in homeless situations who are not in the physical custody of a parent or guardian.
- Unaccompanied youth have the same rights as other students experiencing homelessness. Specifically, they have the right to:
 - Remain in their school of origin (to the extent feasible)
 - Transportation to and from the school of origin
 - Immediately enroll in a new school serving the area in which they are currently living even if they don't have typically required documents (e.g. proof of guardianship)
 - Equal access to programs and services such as gifted and talented education, special education, vocational education, and English Language Learner services.
- Each local education agency (LEA), otherwise known as school district, must appoint a homeless liaison, whose duties include:
 - Helping unaccompanied youth choose and enroll in a school, after considering the youth's wishes.
 - Informing unaccompanied youth of their rights to transportation and assisting youth in accessing transportation.
 - Providing unaccompanied youth with notice of their right to appeal school or school district decisions and ensuring that youth are immediately enrolled in school pending resolution of disputes.
- School personnel must be made aware of the specific needs of runaway and homeless youth.
- McKinney-Vento state plans must:
 - address problems caused by enrollment delays due to guardianship issues.
 - describe how homeless youth and youth separated from the public schools are identified and accorded equal access to appropriate secondary education and support services.
- McKinney-Vento subgrants can be used for services and assistance to attract, engage, and retain unaccompanied youth in public school programs and services.

Covenant House
Runaway Hotline: 1-800-999-9999 (24 hrs)
www.covenanthouse.org

National Network for Youth
202-738-7949
www.nn4youth.org

National Runaway Switchboard
Runaway Hotline: 1-800-621-4000 (24 hrs)
www.nrscrisisline.org

Stand Up for Kids
1-800-365-4KID
www.standupforkids.org

Transportation

The McKinney-Vento Homeless Assistance Act (Subtitle B—Education for Homeless Children and Youth), reauthorized in January 2002, ensures educational rights and protections for children and youth experiencing homelessness. This brief explains the legislation and offers strategies for implementing it in a school district. Additional briefs on various topics in the law may be found on the websites of the organizations listed below.

Key Provisions

- Local Educational Agencies (LEAs), otherwise known as school districts, must provide students experiencing homelessness with transportation to and from their school of origin, at a parent or guardian's request.
- For unaccompanied youth, LEAs must provide transportation to and from the school of origin at the LEA homeless liaison's request.
- "School of origin" is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
- If the student's temporary residence and the school of origin are in the same LEA, that LEA must provide or arrange transportation. If the student is living outside the school of origin's LEA, the LEA where the student is living and the school of origin's LEA must determine how to divide the responsibility and cost of providing transportation, or they must share the responsibility and cost equally.
- In addition to providing transportation to the school of origin, LEAs must provide students in homeless situations with transportation services comparable to those provided to other students.

Changing schools greatly impedes students' academic and social growth. A "rule of thumb" is that it takes a child four to six months to recover academically after changing schools. Highly mobile students have also been found to have lower test scores and overall academic performance than peers who do not change schools. This diminished achievement hurts students and schools.

Although the McKinney-Vento Act permits students in homeless situations to remain in their schools of origin despite their residential instability, lack of transportation commonly prevents them from continuing in their schools of origin. Therefore, LEAs are now required to provide transportation to the school of origin. The resulting educational stability will enhance students' academic and social growth, while permitting schools to benefit from the increased test scores and achievement shown to result from student continuity.

Transportation Frequently Ask Questions

1. Under what circumstances must a school district provide transportation to school for students experiencing homelessness?

A: The McKinney-Vento Act requires school districts to provide transportation for students experiencing homelessness in three situations. First, school districts must provide transportation to the school of origin upon the request of a parent or guardian, or in the case of an unaccompanied youth, upon the request of the liaison. 42 U.S.C. §11432(g)(1)(J)(iii). That is true regardless of whether the district provides transportation for other students or in other circumstances. Second, for other transportation (as opposed to the school of origin), the McKinney-Vento Act requires districts to provide transportation comparable to that provided to housed students. 42 U.S.C. § 11432(g)(4)(A). Therefore, if the district transports housed students to the local school or to a summer program, it must also transport students experiencing homelessness. Finally, school districts must eliminate barriers to the school enrollment and retention of students experiencing homelessness. For example, if a student is living on or near an extremely busy intersection, in a very dangerous neighborhood, or is otherwise unable to attend school without transportation, the district must eliminate lack of transportation as a barrier to the child attending school. 42 U.S.C. §§ 11432(g)(l)(l), (g)(7).

2. How far is too far to travel to the school of origin? What if my state has established a general limit on all school transportation of one hour or 30 miles?

A: The McKinney-Vento Act does not specify any mileage or time limit for travel to the school of origin. The Act requires school districts to provide transportation to the school of origin at the request of a parent or guardian or, for unaccompanied youth, at the liaison's request. 42 U.S.C. §11432(g)(1)(J)(iii). Therefore, whenever a student is attending the school of origin, transportation is required. A commute so lengthy as to be harmful to the child's educational achievement will weigh against placement in the school of origin. This determination will depend on the student's circumstances. For example, a lengthy commute that may be harmful to a young child may be feasible for an older youth. Similarly, in many rural areas, lengthy commutes to school are common; the commute of a child experiencing homelessness in such an area would need to be evaluated in that context. Therefore, transportation services must rest on the individualized feasibility determination, not blanket limits. State or school district policies that establish blanket limits on transportation violate the McKinney-Vento Act. The federal law supersedes these contrary state or local policies.

3. Is transportation required if the school of origin is in another school district?

A: Yes. As long as attendance at the school of origin is feasible, transportation is required, even if it requires students to cross district lines. If two districts are involved, they must agree upon a method to apportion the cost and responsibility of transportation, or split it equally. 42 U.S.C. § 11432(g)(1)(J)(iii). States should develop a system to assist with inter-district transportation issues, including disputes between districts regarding apportioning costs and responsibility. The state attorney general's office may also be able to assist. States may have policies about shared fiscal responsibilities. The possibility of nonpayment does not affect districts' obligation to provide transportation. Inter-district disputes cannot delay the immediate enrollment (defined as attending classes and participating fully in school activities) of children in the school selected.

U.S.C. §§11432(g)(3)(C), 11434A(1). Establishing inter-district transportation procedures will be essential to ensure that transportation is arranged quickly for students. (See also Question 22.)

4. If a student is crossing district lines to remain at the school of origin, which district has primary responsibility to arrange and fund the transportation?

A: The McKinney-Vento Act first gives school districts and states the ability to agree upon a method to apportion cost and responsibility. The Act further states that in the absence of agreement, the two districts must apportion cost and responsibility equally. 42 U.S.C. § 11432(g)(1)(J)(iii). However responsibility is divided, students must be provided with transportation without delay. In practice, states may wish to designate either the district of origin or the district of residence as the lead agency, to avoid any delays in initiating services while such disagreements are resolved. Any such delays would violate the McKinney-Vento Act's requirement that students be immediately enrolled in the selected school.

5. When two states are involved in a dispute regarding provision of transportation and either state absolutely refuses to pay any of the cost, is there a provision for a federally-enforced resolution?

A: The states may call the USDE for technical assistance in resolving the dispute. The state attorney general's office also may be able to assist. States may have policies about shared fiscal responsibilities. The possibility of nonpayment does not affect districts' obligations to provide transportation. Inter-state disputes cannot delay the immediate enrollment (defined as attending classes and participating fully in school activities) of children in the school selected. 42 U.S.C. §§ 11432(g)(3)(C), 11434A(1). Establishing inter-state transportation procedures will be essential to ensure that transportation is arranged quickly for students. Communication among the involved State Coordinators and liaisons can facilitate the provision of services.

6. Can a school district pay parents to transport their children?

A: Yes. School districts may reimburse parents or youth who have cars and are able to provide transportation, as a cost-effective means to meet the district's obligation.

7. Does providing or arranging for transportation mean door-to-door transportation, similar to transportation for students receiving special education services?

A: Generally, no. The McKinney-Vento Act does not require door-to-door transportation, unless that is the only appropriate arrangement for a particular student. For example, if a student is living on or near an extremely busy intersection, it may not be appropriate to expect the child to cross the intersection. The mode and details of transportation cannot present a barrier to the child's attendance in school. 42 U.S.C. §§11432(g)(1)(I), (g)(7).

8. Does providing access to public transportation qualify as providing transportation?

A: Yes, if the public transportation is appropriate. For example, young children cannot be expected to use public transportation alone. In such cases, school districts should provide transit passes for an adult caregiver to escort the child, or provide another form of transportation. Similarly, if traveling to a school of origin on public transit requires an unreasonable length of time, another mode of transportation may be required. The mode and details of transportation cannot present a barrier to the child's attendance in school. 2003 Guidance, p. 16; 42 U.S.C. §§11432(g)(1)(I), (g)(7).

9. If a district doesn't offer transportation to summer school for any students, does it have to provide summer school transportation for students in homeless situations?

A: Generally, no. The McKinney-Vento Act requires schools to provide comparable transportation services for students in homeless situations. If the school does not provide transportation to summer school for housed students, then it is generally not required to provide transportation to homeless students. However, if attendance in summer school is required for the student to pass to the next grade, and lack of transportation will prevent the child from participating, that presents a barrier to the student's academic success. The district must remove that barrier, so the student can avoid being retained in the same grade. 42 U.S.C. § 11432(g)(1)(I), (g)(7).

10. Is transportation required while a dispute is being resolved?

A: Yes, to the extent it would be required if there were no dispute. While disputes are pending, students must be enrolled in the school in which they are seeking enrollment. If that school is the school of origin, the school district(s) involved must provide transportation. 2003 Guidance, p. 18; 42 U.S.C. §11432(g)(1)(J)(iii). If that school is the local school, transportation must be provided to the extent it is provided to housed students, and to the extent necessary to ensure it is not a barrier to attendance. 42 U.S.C. §§11432(g)(1)(I), (g)(4), (g)(7). These provisions apply whether the dispute is about school enrollment, school selection, or whether the child or youth is homeless under the McKinney-Vento Act.

11. If a student's temporary housing is across state lines from the school of origin, is transportation still required?

A: Yes. Since the McKinney-Vento Act is a federal law, it applies as in any other situation. Therefore, if the student is attending the school of origin, transportation must be provided at the parent's/guardian's request or at the liaison's request, in the case of an unaccompanied youth. Communication among the involved State Coordinators, liaisons and transportation directors can facilitate the provision of transportation.

12. Our state legislature is considering a bill that would require school districts to transport students only in official school vehicles. How would this interact with McKinney-Vento's transportation requirements?

A: Such a state law would not violate the McKinney-Vento Act. School districts would still have to continue to provide transportation to the school of origin at the request of parents, guardians, or liaisons (in the case of unaccompanied youth), while complying with the new state transportation law.

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Miami-Dade County Public Schools

The Homeless Children and Youth In Transition

Policy and Procedures Manual

Dispute Resolution Policy:

Families and youth in homeless situations may be unaware of their right to dispute placement and enrollment decisions. When disputes are raised, too often, students are kept out of school during the dispute resolution process. To avoid such disruptions, a policy has been established for resolving disputes.

- In order for students to remain in school they are permitted to enroll in the school of choice during dispute procedures.
- The family will complete a Dispute Resolution Form.
- The school will complete their portion of the form and fax it over to the District liaison.
- The District Liaison will arrange a meeting within seven days with school administration, and the family. A resolution will try to be obtained at his meeting.
- If no resolution has been secured the District liaison will forward all information to the Florida Department of Education State Coordinator with a notice of the right to appeal. The timeline for this process should be completed with 30 days.

Dispute Resolution Procedure

School enrollment of a homeless child or youth will be determined by the parent in the best interest of the child or youth. To the extent feasible, the child or youth will be enrolled in either the school of origin:

- The school last attended by the student when permanently housed or
- The last school in which the child was enrolled or
- The school serving the location where the student currently resides

If an enrollment dispute develops regarding the enrollment options available under the McKinney-Vento Act, the child or youth will immediately be admitted to the school in which enrollment is sought by the parent or unaccompanied youth, pending resolution of the dispute.

The school administrator will complete the following information and fax to:

The Division of Student Services
Ms. Laura Pena, District Liaison
Fax number: 305-995-7336 or 305-995-7337

A resolution of the dispute will be facilitated by the Homeless District Liaison in accordance with the McKinney-Vento Act requirements as expeditiously as possible.

Once M-DCPS reviews the request based upon the schools M-DCPS (LEA) will provide a resolution. In the case of no resolution, an appeal can be filed at the state level by sending the Dispute resolution to the attention of the Florida Department of Education, Lorraine Husum Allen, MPA, Director, Homeless Education Program, 325 West Gaines Street, Room 352, Tallahassee, FL 32399-0400.

Dispute Resolution

Subtitle VII-B of the McKinney-Vento Homeless Assistance Act, reauthorized by Title X, Part C, of the No Child Left Behind Act, ensures educational rights and protections for children and youth experiencing homelessness. This brief explanation provides the key provisions of the Act dealing with disputes over the enrollment and provision of services to a child or youth experiencing homelessness. It also offers strategies for implementing the law in a school district. Additional documents on various topics of the law may be found at [http://www. serve.org/nche/briefs.php](http://www.serve.org/nche/briefs.php).

Key Provisions

- Every state must establish procedures to promptly resolve disputes regarding the educational placement of homeless students.
- If a student is sent to a school other than the school of origin or the school requested by the parent or guardian, the LEA must provide the parent or guardian with a written explanation of its decision and the right to appeal. Under the McKinney-Vento Act, a homeless student has the right to attend either the school of origin, if this is in the student's best interest, or the local attendance area school.
 - *School of origin* is defined as the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.
 - *Local attendance area school* is defined as any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
- Whenever a dispute arises, the student must be admitted immediately to the requested school while the dispute is being resolved.
- The school must refer the student, parent, or guardian to the local homeless education liaison to carry out the dispute resolution process as expeditiously as possible.
- Local liaisons must ensure that the same access to the dispute resolution process is provided to unaccompanied youth.

Families and youth in homeless situations may be unaware of their right to dispute placement and enrollment decisions. When disputes are raised, too often, students are denied school enrollment until the dispute is resolved. This interruption in education can harm students' academic progress and disrupt their classmates and teachers.

To avoid such disruptions, families and youth experiencing homelessness, as well as schools, need an established process for resolving disputes. The McKinney-Vento Act requires school districts to enroll homeless students immediately in the requested school while the dispute is being resolved; this provides students with the educational stability they need during an otherwise tumultuous period in their lives. Without such a provision, parents, guardians, and youth may be discouraged from pursuing their rights for fear of protracted denials of education while disputes are resolved.

Local liaisons are instrumental in ensuring that disputes are resolved objectively and expeditiously. The required written notice protects both students and schools by outlining the specific reasons for the school's decision. It facilitates the resolution of disputes by providing decision makers with the information needed to make lawful, informed decisions that will serve the best interest of the student involved.

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**Miami-Dade County Public Schools
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Dispute Resolution Intake Form

School: _____ Date: _____

Person completing form: _____

Title: _____ Phone No. _____

Name of Student: _____

Student ID No. _____ Grade: _____ Age: _____ D.O.B. _____

- Child living with:
- Both parents
 - Father
 - Legal guardian
 - Other (specify): _____

- Residing:
- Shelter
 - Doubled-up
 - Motel
 - Car
 - Campground
 - Other (specify): _____

- Issue:
- | | |
|---|---|
| <input type="checkbox"/> Health records | <input type="checkbox"/> Guardianship |
| <input type="checkbox"/> School records | <input type="checkbox"/> School of origin |
| <input type="checkbox"/> Birth certificate | <input type="checkbox"/> Other residency |
| <input type="checkbox"/> Social Security number | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Other (specify): _____ | |

Caregiver's Authorization Form

This form is intended to address the McKinney-Vento Homeless Education Assistance Improvement Act of 2001 (P.L. 107-110) requirement that homeless children are to have access to education and other services. The McKinney-Vento Act specifically states that barriers to enrollment must be removed. In some cases, a child or youth who is homeless may not be able to reside with his/her parent or guardian.

Instructions:

- To authorize enrollment of a minor in school, complete items 1 through 4 and sign the form.
- To authorize enrollment and school-related medical care, complete all items and sign the form.

The minor named below lives in my home, and I am 18 years of age or older.

1. Name of minor: _____

2. Minor's date of birth: _____

3. My name (adult giving authorization): _____

4. My home address: _____

5. Check one or both (for example, if one parent was advised and the other could not be located):

_____ I have advised the parent(s) or other person(s) having legal custody of the minor of my intent to authorize medical care and have received no objection.

_____ I am unable to contact the parent(s) or legal guardian(s) at this time to notify them of my intended authorization.

6. My date of birth: _____

7. My state driver's license or identification card number: _____

I declare under penalty of perjury under the laws of this state that the foregoing information is true and correct.

Signature _____ Date _____

When completed fax to the attention of Ms. Laura Peña, Project Upstart, District Liaison at 305-995-7336.

**Miami - Dade County Public Schools
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Student Residency Questionnaire

This questionnaire is intended to address the McKinney-Vento Act. Your answers will help the administrator determine residency documents necessary for enrollment of this student.

1. Presently, where is the student living? (Check one box):

| Section A | Section B |
|--|--|
| <input type="checkbox"/> In a shelter <input type="checkbox"/> With more than one family in a house or apartment <input type="checkbox"/> In a motel, car or campsite <input type="checkbox"/> With friends or family members (other than parent/guardian) Continue: If you checked a box in Section A. Complete #2 and the remainder of this form. | <input type="checkbox"/> Choices in Section A do not apply Stop: If you checked this section, you do not need to complete the remainder of this form. Submit to school personnel. |

2. The student lives with:

- | | |
|--|---|
| <input type="checkbox"/> 1 parent <input type="checkbox"/> 2 Parents <input type="checkbox"/> 1 parent and another adult | <input type="checkbox"/> a relative, friend(s) or another adult(s) <input type="checkbox"/> alone with no adults <input type="checkbox"/> an adult that is not the parent or legal guardian |
|--|---|

School: _____

Name of Student: _____ Male Female

Birth Date: _____ / _____ / _____ Age: _____ Social Security # (if appropriate) _____
Month Day Year

Name of Parent(s)/Legal Guardian(s): _____

Address: _____ Zip: _____ Phone/Pager _____

Signature of Parent/Legal Guardian _____ Date: _____

School use only – Campus Administrator’s determination of Section A circumstances:

Fax to Project Upstart, Attn: Ms. Laura Peña, District Liaison – 305-995-7336.

If the parent has checked Section B above, completion of form is not required. For any choice in Section A, this form must be completed and faxed to Project Upstart Children and Youth In Transition Program immediately after completion. All campuses must keep original forms separately from the Student Permanent Record for audit purposes during the year.

Name and phone number of a School Contact Person who may know of the family’s situation:

_____ Contact Person

_____ Date

Students In Transition Enrollment/Service Plan

| | | | | | | | | | | | | | |
|---|--------------|----------------------|---|----------|--|---|-----------------|--------------|---|---|---|---|---|
| INSTRUCTIONS: Complete separate form for each homeless family to document and monitor student and/or family needs. A copy of the form should be sent to the Homeless Coordinator, Registrar, Food Service and Transportation Departments as families request or need services. | | | | | | | | | | | | | |
| GENERAL INFORMATION | | | | | | | | | | | | | |
| Date: | Family Name: | Student: | Grade: | | | | Team Members: | | | | | | |
| Other Students in Household: | | Current Address: | | | Current Phone Number: | | | | | | | | |
| School of Attendance: | | School of Residence: | | | School Contact Person & Contact Info.: | | | School Year: | | | | | |
| SERVICE ASSISTANCE | | | | | | | | | | | | | |
| Possible barriers to education that will be provided by the District and McKinney-Vento: <input type="checkbox"/> School of Origin Selection <input type="checkbox"/> Transfer and/or Securing of School Records <input type="checkbox"/> Obtaining Immunization/Medical Records <input type="checkbox"/> Obtaining School Supplies or Other School Financial Resources <input type="checkbox"/> Transportation | | | Areas the district will provide family assistance: <input type="checkbox"/> Linkages to Community Resources <input type="checkbox"/> Medical, Dental and Other Health Services <input type="checkbox"/> Mental Health Services <input type="checkbox"/> Food and Clothing <input type="checkbox"/> Housing Support <input type="checkbox"/> Addressing needs related to domestic violence <input type="checkbox"/> Parent education related to rights/resources <input type="checkbox"/> Other Specify: | | | | Comments: | | | | | | |
| EDUCATIONAL SERVICES | | | | | | | | | | | | | |
| Desired Outcome: <input type="checkbox"/> Improved Attendance <input type="checkbox"/> Academic Improvement <input type="checkbox"/> Increased Parent Involvement <input type="checkbox"/> Other _____ | | | Specific Goal: | | | | Results: | | | | | | |
| Areas of Educational and Related Services: <input type="checkbox"/> Tutoring or other instructional support <input type="checkbox"/> Staff professional development/ awareness <input type="checkbox"/> Mentor <input type="checkbox"/> Counseling (individual or group) <input type="checkbox"/> Activity Fees <input type="checkbox"/> Special Education (List are(s) _____) <input type="checkbox"/> Gifted or Talented Programs <input type="checkbox"/> Pre-school Programs <input type="checkbox"/> After-school Programs <input type="checkbox"/> Other Specify: | | | Attendance | | Comments | | Grades | | | | | | |
| | | | | Absences | Tardies | | | | A | B | C | D | F |
| | | | Q1 | | | | Q1 | | | | | | |
| | | | Q2 | | | | Q2 | A | B | C | D | F | |
| | | | Q3 | | | | Q3 | A | B | C | D | F | |
| Q4 | | | | Q4 | A | B | C | D | F | | | | |

**Miami-Dade County Public Schools
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Special Transportation Request Referral
Homeless/Unaccompanied Student

Date: _____

Name of student: _____ ID#: _____

School: _____ School Contact: _____

Name of student: _____ ID#: _____

Name of parent: _____ Contact #: _____

Shelter: _____ Hotel/Motel: _____

Doubled-up: _____

Address/Place of Pick-up: _____

If transportation is needed, please fax this form to:

**The Division of Student Services
Attention to: Ms. Laura Peña, District Liaison
Phone: 305-995-7318 Fax: 305-995-7336**

3. Do you understand that giving a false or otherwise untrue answer to any of the questions in this affidavit could result in a criminal charge of perjury being brought against you?
4. Do you understand that when a question in the affidavit asks if you have knowledge of or if you know of an instance or situation, it means that you are expected to relate any knowledge you may have about the incident, whether it be personal knowledge or information received from other people, and to relate the source of your knowledge and information?
5. What is the full name of the pupil you wish to enroll in this district?
6. What are the age, date, and place of birth of the pupil being enrolled in this district?
7. Who are the parents, parents by legal adoption, legal guardians, or persons having legal custody of the pupil being enrolled?
8. Where is the pupil currently staying?
9. Do you have a legal custody imposed by a court order or have you been designated as a court-appointed guardian for the pupil being enrolled?
10. What court entered such order and what type of case was it (i.e., custody hearing, etc.)?
11. Why are you unable to present a copy of documentation for the items checked on page 1 for the student that you are enrolling?
12. To the best of your knowledge has this pupil ever been reported to any law enforcement agency as a missing child?

If the response to question #12 is yes, identify by name and address the law enforcement agency and date of report.

13. Is this affidavit being used to enroll a pupil who is missing immunization records, health records, school records, or proof of identity?

If the response to #13 is yes, give the following information:

- For missing immunization or health records, do you understand that you must obtain the necessary medical documentation and provide a copy to the school?

- For missing school records, what was the name and location of the last school the student attended?

Date

Signature

This form is to be used when a student is missing pertinent documents for enrollment. The parent or guardian fills out all information to the best of their knowledge.

When completed fax to the attention of Ms. Laura Peña, Project Upstart, District Liaison at 305-995-7336.

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The Homeless Children and Youth In Transition Policy and Procedures Manual

Local Homeless Shelters

Directory

***Camillus South Dade Transitional**

12360 SW 283 Street
Homestead, FL 33032
Ph: 305-258-4777 Fax: 305-258-4957
Contact Person: Kimmey Woods

Carrfour

850 N. Homestead Blvd
Homestead, FL 33030
Ph: 305-247-4460 Fax: 305-247-8550
Contact Person: Ann Cumbie

***Emergency Housing Center-North**

2301 SW 54 Street
Miami, FL 33142
Ph: 305-638-6001 Fax: 305-638-5608
Contact Person: Sheryl Hutchins

***Emergency Housing Center-South**

825 W. Palm Drive, Unit 21
Florida City, FL 33034
Ph: 305-245-5011 Fax: 305-242-7908
Contact Person: Dorothy Lowe

***Homeless Assistance Center-1**

1550 North Miami Avenue
Miami, FL 33132
Ph: 305-329-3000 Fax: 305-329-3051
Contact Person: Shawnee Sumpter

***Homeless Assistance Center-2**

28205 SW 125 Avenue
Homestead, FL 33033
Ph: 305-416-7192 Fax: 305-416-7165
Contact Person: Dan Koger

***Inn Transition North**

13030 NE 6 Ave.
North Miami, FL 33161
Ph: 305-899-4601 Fax: 305-899-4615
Contact Person: Joyce Henry

***Inn Transition South**

11950 SW 202 Street, Unit 131
Miami, FL 33177
Ph: 786-293-3394 Fax: 305-969-4504
Contact Person: Earnestine Davis

Lutheran Services

16201 SW 95 Avenue
Miami, FL 33157
Ph: 305-969-8700 Fax: 305-256-6784
Contact Person: Sylvia Hernandez

***The Lodge**

8400 NW 27 Ave
Miami, Florida
Ph: 305-693-1170 Fax: 305-693-2831
Contact Person: Angela Diaz

***Miami Bridge-Central**

2810 NW South River Drive
Miami, FL 33125
Ph: 305-635-8953 Fax: 305-636-3521
Contact Person: Joan Shaw-Davis

***Miami Bridge-South**

326 NW 3 Avenue
Homestead, FL 33030
Ph: 305-246-8956 Fax: 305-242-8222
Contact Person: Ana Gispert

***Miami Rescue Mission Activity Center**

2025 NW 1st Avenue
Miami, FL 33127
Ph: 305-572-2066 Fax: 305-571-2253
Contact Person: Monifa Patteison

***New Life Family Center**

3620 NW 1st Avenue
Miami, FL 33127
Ph: 305-573-3333 Fax: 305-576-5111
Contact Person: Wilton Escarmant

***Safe Space North**

7831 NE Miami Ct.
Miami, FL 33138
Ph: 305-758-2546 Fax: 305-756-1347
Contact Person: Paula Owens

***Safe Space South**

51 Mowery Dr.
Homestead, FL 33033
Ph: 305-247-4249 Fax: 305-245-1299
Contact Person: Winifred Fountain

***Salvation Army**

1907 NW 38 Street
Miami, FL 33142
Ph: 305-637-6720 Fax: 305-635-1123
Contact Person: Michelle Inannuzzi

***Sommerville Residence (Camillus North)**

400 NW 3 Court
Miami, FL 33128
Ph: 786-425-0552 Fax: 786-425-9526
Contact Person: Alicia Simpson

Important Hotline Numbers

Division of Full Service Schools
305-995-7656

Homeless Help Hotline
1-877-994-HELP

Family Violence Shelters
305-758-2546

Runaway Hotline (Florida)
1-800-RUNAWAY
1-888-786-2929

Miami-Dade Health Department (North)
305-694-2916

Missing Children Information Clearinghouse
1-888-FL-MISSING
1-888-356-4774

National Runaway Switchboard
1-800-621-4000

Parent Home
1-888-4-1-FAMILY
1-888-413-2645

Switchboard of Miami
1-800-358-HELP
1-800-358-1640

Miami-Dade Health Department (South)
305-663-2068

If you are interested in joining a coalition of 60 organizations serving the homeless population in South Florida, contact the Miami-Dade Homeless Providers' Forum at 305 531-5341.

SCHOOL ATTENDANCE AND BOUNDARIES

Charlene Burks, Administrative Director
Division of Attendance Services
489 East Drive, Miami Springs, FL 33166
Phone: 305-883-5323

Yvette Senior-Stewart, Coordinator II
Division of Attendance Services
489 East Drive, Miami Springs, FL 33166
Phone: 305-883-5323

HEALTH SERVICES FOR HOMELESS AND INDIGENT STUDENTS

Camillus Health Concern
336 NW 5th Street
Miami, FL 33128

Phone: 305-577-4840
Fax: 305-372-1402

FLORIDA DEPARTMENT OF EDUCATION

Lorraine Husum Allen, MPA,
Director, Homeless Education Program
325 West Gaines Street, Room 352
Tallahassee, FL 32399-0400
Phone: 850-245-0668 Fax: 850-245-0697

District and Regional Center School Social Work Programs Contact Directory

Ms. Deborah A. Montilla, District Director
Division of Student Services

Mr. Daniel R. Oré, Director
School Social Work Programs

Ms. Wilma Steiner, Director
Comprehensive Health Services

Ms. Sylvie Litt, School Social Worker
Programs Coordinator

Ms. Vanessa Woodard, Secretary

Telephone: 305-995-7302
Fax: 305-995-2230

Website: <http://studentservices.dadeschools.net/swp/sswp/asp>

| | |
|---|--|
| <p style="text-align: center;">North Regional Center</p> <p style="text-align: center;">733 East 57 Street Hialeah, Florida 33013</p> <p style="text-align: center;">Mr. Reinaldo Palacios School Social Worker Chairperson Ms. Diane Rodriguez-Perez, Secretary</p> <p style="text-align: center;">WL: 9571 Ph: 305-769-2270 ext. 2120 Fax: 305-688-8941 E-mail: rpalacios@dadeschools.net</p> | <p style="text-align: center;">North Central Regional Center</p> <p style="text-align: center;">1080 La Baron Drive Miami Springs, Florida 33166</p> <p style="text-align: center;">Ms. Esmeralda Fajardo School Social Worker Chairperson Ms. Betty Miller, Secretary</p> <p style="text-align: center;">WL: 9572 Ph: 305-882-7648 ext. 2315 Fax: 305-882-7651 E-mail: efajardo@dadeschools.net</p> |
| <p style="text-align: center;">South Central Regional Center</p> <p style="text-align: center;">2201 SW 4 Street Miami, Florida 33135</p> <p style="text-align: center;">Ms. Spring Lite School Social Worker Chairperson Ms. Sue Lopez, Secretary</p> <p style="text-align: center;">WL: 9573 Ph: 305-642-7555 ext. 2315 Fax: 305-649-3986 E-mail: slite@dadeschools.net</p> | <p style="text-align: center;">South Regional Center</p> <p style="text-align: center;">9040 SW 79 Avenue Miami, Florida 33156</p> <p style="text-align: center;">Ms. Vanessa Cambridge-Grice School Social Worker Chairperson Ms. Maria Lopez, Secretary</p> <p style="text-align: center;">WL: 9574 Ph: 305-275-3711 ext. 2127 Fax: 305-273-7256 E-mail: vcambridge-rice@dadeschools.net</p> |

Division of Student Services ♦ School Social Worker Programs ♦ Office: 305-995-7302 ♦ Fax: 305-995-2230

**Miami-Dade County Public Schools
Division of Student Services**

Administrators

Ms. Deborah A. Montilla, District Director
Phone: 305-995-7324



Ms. Suzanne Milano Berrios, Director
Safe Schools Programs
Phone: 305-995-1452



Mr. Daniel R. Oré, Director
School Social Work Programs
Phone: 305-995-7302



Ms. Wilma Steiner, Director
Comprehensive Health Services
Phone: 305 995-1235



Ms. Jackie White, District Supervisor
Comprehensive Health Services/HIV/AIDS Education
Phone: 305-995-7118



Ms. Barbara M. Mallard, Staff Specialist
Guidance and Counseling
Phone: 305-995-2737



Mr. Jorge Rivas, Staff Specialist
Guidance and Counseling
Phone: 305-995-7320

Information for Parents

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

Then, your preschool-aged and school-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian request such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Local Area Contacts:

State Coordinator:

If you need further assistance, call the
National Center for Homeless Education
at the toll-free HelpLine number:

1-800-308-2145



The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

Revised 5/9/03